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|  | **Brooke Weston Academy**  OCR Cambridge TEC (Introductory Diploma/Diploma) in IT  **Unit 1 - Communication and Employability Skills**  **(OBSERVATION/WITNESS STATEMENT)** | Student Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Topics** | **Contribution** | | | **Examples** | | | **Understanding** | | |
|  | **Basic** | **Detailed** | **Comprehensive** | **Few** | **Range** | **Variety + Well Chosen** | **Limited** | **Good** | **Comprehensive** |
| **Gathering Information** |  |  |  |  |  |  |  |  |  |
| **Understanding** |  |  |  |  |  |  |  |  |  |
| **Cultural Differences** |  |  |  |  |  |  |  |  |  |
| **Meet Needs of Audience** |  |  |  |  |  |  |  |  |  |
| **Why are they appropriate?** |  |  |  |  |  |  |  |  |  |
| **Potential Improvements for Use** |  |  |  |  |  |  |  |  |  |

### For Assessor use only:

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| **Authentication Subjects** | **Assessment Notes** | **Grade** |
| **Verbal Conversations / Exchanges**   * Face-to-Face / Telephone / Presentations   *(Verbal / Lip Reading / Sign / Tone / Body Language (Head/Eyes/Hands/Nodding) / Intonation / Summarising / Paraphrasing)* |  |  |
| **Questioning Techniques**  (Purpose / Understanding / Behaviour Awareness / Cultural Influence)  *(Open - difficult to analyse / Closed – options / Probing Questions – linked / Response Times)* |  |  |
| **Written Communications**   * Email / Letters / Reports / Notes / Presentations / etc...   *(Emotions (emoticons) / Note Taking / Summarising / Tone / Style)* |  |  |
| **Overall Grade** |  |  |

I confirm that this statement is a true description of the above candidate’s performance in relation to the activities outlined.

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| Assessor name: ­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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